REVISION HISTORY			
Rev	**Description of Change**	**Author**	**Effective Date**
Original	Original	JLA	11/03/2003

REFERENCE DOCUMENTS	
Document Number	**Document Title**
QMS 200	AMA-200 Quality Systems Manual

PREFACE

This policy is intended as a tool for Personnel of AMA-260 to use when managing student quota.

0. Introduction

The AMA-260 Quota management process was developed to standardize the quota management procedure. AMA-260's Quota Management process has been developed to achieve a more productive and effective quality management system while meeting contract and ISO requirements.

0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to determine the customer needs of the organizational program elements with specified requirements;

2. to provide Program Analysts with a standardized procedure;

3. to provide Program Analysts with a tool to improve their processes;

4. to meet contract/mandatory/statutory/regulatory requirements.

5. to ensure coordination with all required elements, program sponsors and providers.

1. Purpose

This document defines the process used to manage quota for resident and Out-of-Agency training supported by AMA-200. The process is necessary to comply with training mandated in FAA Orders and Policy Manuals.

2. Scope

This process applies to the following activities conducted by AMA-260:

2.1 Receiving training requirements.

2.2   Establishing class schedules.

2.3   Distributing quota.

2.4   Notifying regions of class schedules.

2.5   CPMIS entries.

2.6   Processing cancellations/changes.

3.   Definitions and Acronyms

AFS-500	Flight Standards Training Division
AIR-500	Aircraft Certification Training Division
AVN	Aviation Systems Standards
COTR	Contract Officers Technical Representative
CPMIS	Consolidated Personnel Management Information System
FY	Financial year (October 1 thru September 31)
Industry	Non-governmental private business
OAT	Out-Of-Agency Training
String	A series of classes attended by new FAA personnel
Technical Center	William J. Hughes Technical Center (for research and development)
TSI	Transportation Safety Institute

4.   Flowchart

There is no flowchart required for this document.

5.   Responsibilities

5.1 The Management and Program Analysts in AMA-260 are responsible for:

5.1.1   Handling the quota management for their assigned courses.

5.1.2   Establishing or revising class schedules as necessary for each Non-Flight and Flight OAT course and all resident courses conducted at the Academy.

5.1.3   Distributing the quota to the regions based on the requested requirements.

5.1.4   Entering all class schedules and AFS enrollments into CPMIS including OAT, resident, string and TSI courses. They are also responsible for entering into CPMIS all changes received throughout the FY for these courses.

5.1.5   Notifying the regions of all new class dates scheduled including OAT, resident and string courses.

6.   Detailed Process

6.1   INPUT REQUIREMENTS:

6.1.1   Course quotas are received for AIR-500, AFS-500, Technical Center, AVN, the Military Liaison and the International Office.

6.1.2   If a new course is requested the requiring organization forwards training requirements for distribution of quota and entry into CPMIS.

6.2   ACTUAL PROCESS:

6.2.1   Upon receipt of quota for each OAT course, the Management and Program Analysts, establish class schedules using "dummy" dates and distribute quota.

6.2.2   Upon receipt of quota for each resident course the course managers establish class schedules then forward them to the Management and Program Analysts for distribution of quota.

6.2.3   All classes are entered in CPMIS by the Management and Program Analysts.

6.2.4   Enrollments are made in CPMIS for AFS requirements only.

6.2.5   Class dates are scheduled with the OAT contractors for non-flight and flight training.

6.2.6   The regions are notified via e-mail of the class dates for OAT courses and are requested to contact the contractor prior to attending.

6.2.7   The Management and Program Analyst receives hew hire forms to be scheduled in the "string" of required new hire courses

6.2.8   When the required numbers of new hire forms have been received, they are scheduled into the string courses.

6.2.9 Notification of the string course schedule is forwarded via e-mail to the regions by the Management and Program Analyst.

6.2.10 Additional requirements and pop-ups are received throughout the FY. If a resident class has been cancelled or there is no available quota in the requested resident course, they are added to the waiting list. If they are requesting quota in an OAT course, the quota is added in CPMIS, and then scheduled with the contractor.

6.2.11 Cancellations/Changes are received throughout the FY for all courses. The change is annotated and the enrollment change is entered into CPMIS

6.2.12 When a cancellation is received in an OAT flight course, if they must train as a crew of two, then another inspector/pilot must be found to fill the slot. If there are no other existing requirements, then the class may need to be cancelled or funding must be approved for instructor support.

6.2.13 When a cancellation is received in an OAT non-flight course, the class is normally conducted as scheduled with fewer quotas than a full class.

6.3 SPECIAL SUB PROCESSES INVOLVED

6.3.1 Issue procurement requests for all OAT training to ensure all quota is funded.

6.3.2 Maintain database of all OAT requirements.

6.3.3 Provide budget reports for OAT courses, which are exported from the database, to the funds certification officer.

6.3.4 Process OAT invoices for payment

6.3.5 Resolve OAT scheduling and invoicing problems

6.3.6 Submit OAT grade rosters for entry into CPMIS.

7. Metrics

There are no metrics required for this document.

8. Quality Records

Quality Records for this document are maintained by the COTR. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.